



Snapshots from the Journey

Portfolio Guide for the  
Service Coordinator

Module 8



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## **Description of Module 8**

### **Roadmap for Success Individualized Family Service Plan**

The individualized family service plan (IFSP) is the cornerstone in the early intervention process. Meeting and getting to know children and families sets the stage for the development of a plan that seeks to build competence and confidence in those for whom it is written. The service coordinator plays a key role in this process that brings hope to children with special needs and their families.

This module addresses the importance of family-centered principles in regard to developing the IFSP. The role of the family and the service coordinator is described as they prepare for this important process. Information about how teams can effectively collaborate is included. Tips for facilitating the IFSP meeting and an agenda to share with families are included.

State regulations regarding the IFSP are interwoven throughout this training module in a variety of ways, in an effort to familiarize the participants with key information. Child scenarios are used to illustrate key points, and information is included on writing meaningful plans. Participants will review Tennessee's IFSP form thoroughly and will practice writing portions of the document. Early intervention services are defined and funding is addressed.

Field observation is an important component in preparing service coordinators to facilitate the IFSP process and is utilized in this module. Instruction is provided in regard to providing appropriate follow-up after the development of the IFSP, including procedures for periodic and annual reviews. The appropriate use of the interim IFSP is presented as well.

*Tennessee's Early Intervention System (TEIS) Individualized Family Service Plan Manual* is an additional resource and has been included, in part, in this training module. For further information, please refer to this manual.



## **Module 8**

### **Roadmap for Success**

### **Individualized Family Service Plan**

### **Competencies**

- Has knowledge and understanding of the philosophy of family-centered service coordination as it relates to the individualized family service plan (IFSP) process.
- Communicates, coordinates, and cooperates with professionals, support personnel, service agencies, and the community to improve services to children and families.
- Has knowledge and understanding of rules and regulations related to development of the IFSP including components, participants, services, funding, periodic and annual reviews, and appropriate use of the interim IFSP.
- Coordinates and plans so children with disabilities receive services in their natural environment and have opportunities to interact with children who are typically-developing.
- Exercises procedural safeguards as described in Part C of the Individuals with Disabilities Education Act (IDEA).
- Demonstrates a commitment to respect family values from all cultural and ethnic backgrounds.
- Demonstrates knowledge and skill in evaluating the progress of the child and family's intervention plan as designed by the IFSP team.
- Has knowledge and understanding of the role of the family on the IFSP team.
- Has knowledge and understanding of the role of the service coordinator on the IFSP team.
- Facilitates IFSP team meetings by incorporating a variety of people into the IFSP team at all levels including families, assistants, interpreters, translators, consultants, and specialists.
- Has the ability to initiate and maintain effective and systematic consultation (communication) with family members and caregivers in a sensitive manner.
- Has the ability to develop and evaluate strategies that encourage participation from all family members in the child's program, therapy, etc.
- Demonstrates an ability to empower families by facilitating family decision-making concerning the needs of the infant without imposing personal biases, supplanting family authority, or encouraging long-term dependence on program staff.



## **Module 8**

### **Roadmap for Success Individualized Family Service Plan**

#### **Contents**

- 8.1 Preparing the Family & Team for the IFSP Meeting and Family Involvement Quiz
- 8.2 Preparing the Family & Team for the IFSP Meeting (cont.), Before IFSP Checklist, IFSP Meeting Invitation, and IFSP Recommendations
- 8.3 Preparing the Family & Team for the IFSP (cont.), Meeting The Team and Conducting the Meeting
- 8.4 Content of the IFSP
- 8.5 Writing Meaningful Plans – Introduction
- 8.6 Writing Meaningful Plans – Writing the Plan
- 8.7 Implementing, Reviewing, and Revisiting the Plan, After IFSP Checklist, Review/Change Form, Periodic Review Checklist, and Interim IFSP Procedures
- 8.8 Dr. Seuss on IFSPs



## Module 8

### Roadmap for Success Individualized Family Service Plan

Assignments/Activity	Measure of Achievement
<p>8.1 Preparing the Family &amp; Team for the IFSP Meeting</p> <p>View PowerPoint, <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (slides 1-11), engaging in discussion as directed.</p> <p>Use your copy of <i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System</i> to look up the location of correct responses to the three questions found on slide 13.</p> <p>Answer the questions aloud, and tell where the reference can be found. View slide 14 for answers to the quiz.</p>	<p>Active participation in discussion and completion of quiz as directed by the trainer/supervisor.</p>
<p>8.2 Preparing the Family &amp; Team for the IFSP Meeting (cont.)</p> <p>View PowerPoint, <i>Roadmap for Success-Preparing the Family &amp; Team for the IFSP Meeting</i> (slides 15-18), and engage in discussion as directed.</p> <p>Participate in review of 8.2a</p>	<p>Active participation in discussion and review. Form 8.2a <i>Before IFSP Checklist</i> available in office for quick reference as needed.</p> <p>Satisfactory completion of <i>IFSP Invitation</i> and placement in portfolio guide.</p>

Assignments/Activity	Measure of Achievement
<p><i>Before IFSP Checklist.</i> Keep the checklist available as a quick reference as needed in your daily work routine.</p> <p>Participate in review of 8.2b <i>IFSP Meeting Invitation</i> and 8.2c <i>IFSP Recommendations</i>.</p> <p>Complete a sample invitation for an initial IFSP meeting, and place it in your portfolio guide.</p>	
<p>8.3 Preparing the Family &amp; Team for the IFSP Meeting (cont.)</p> <p>View PowerPoint, <i>Roadmap for Success – Preparing the Family &amp; Team for the IFSP Meeting</i> (slides 19-33)-<i>The Team and the Meeting</i>, participating in discussion as directed.</p> <p>Review 8.3a <i>IFSP - Tips for Facilitating the Meeting</i> as directed.</p> <p>Review 8.3b <i>IFSP Meeting Agenda</i> as directed. This optional tool can be sent to the family with the IFSP meeting invitation if desired.</p>	<p>Completion by active participation as directed.</p>
<p>8.4 Content of the IFSP</p> <p>Read pages 29 (d) – 32 (ix) of <i>Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee’s Early Intervention System</i> as an <b>outside assignment</b>. Complete the worksheet 8.4a <i>Content of the IFSP Quiz</i>, without referring back to the reading material, and give the completed worksheet to the trainer/supervisor. If a score of 80% or higher is achieved, place</p>	<p>80% accuracy on quiz</p>

Assignments/Activity	Measure of Achievement
the worksheet in the portfolio. If a score of less than 80% is achieved, read the material again, and retake the quiz. Place quiz(s) in the portfolio guide.	
<p>8.5 Writing Meaningful Plans</p> <p>View PowerPoint <i>Roadmap for Success – Writing Meaningful Plans</i> (slides 1-4) engaging in discussion as directed.</p>	Completion and participation as directed.
<p>8.6 Writing Meaningful Plans (cont.)</p> <p>Writing the Plan Review the IFSP document page by page following the trainer's instructions. Take notes on the IFSP form itself, as needed and complete the activities as instructed.</p> <p>Briefly review the information found in 8.6b as instructed on slide 14.</p> <p>Complete activity 8.6c for rating outcomes and action steps as instructed in the handout and PowerPoint. Place this in your portfolio upon completion.</p> <p>Return to PowerPoint.</p> <p>Read 8.6d <i>Early Intervention Services &amp; Funding</i> thoroughly <b>outside of training time.</b></p> <p>Return to PowerPoint</p> <p><b>Field Observation</b> Schedule a field observation with an experienced service coordinator to observe an IFSP meeting (preferably an initial</p>	<p>Completion and active participation in all activities as directed. Items placed in portfolio as requested.</p> <p>Completion of field observation, follow-up discussion with trainer/supervisor, and form included in portfolio.</p>



Assignments/Activity	Measure of Achievement
meeting). Complete 8.6e <i>Field Observation Form – IFSP Meeting</i> , and follow-up with the trainer/supervisor to review your observations and clarify any questions or concerns.	
Break	
<p>8.7 Implementing, Reviewing, and Revisiting the Plan</p> <p>View PowerPoint <i>Roadmap for Success-Implementing, Reviewing, and Revisiting the Plan</i> (slides 1-6), engaging in discussion as directed.</p> <p>Participate in review of the checklist 8.7a <i>After IFSP Checklist</i>, noting adaptations for your district/agency as needed. Keep the checklist available as a quick reference in your daily work routine.</p> <p>Return to the PowerPoint. View slides 7-12 engaging in discussion as directed.</p> <p>Participate in review of 8.7b <i>Review/Change Form</i> and discussion of how to complete it. Remember that <i>Review Status</i> and <i>Date</i> found on pages 6 (<i>Outcomes/Action Steps</i>) and 7 (<i>Services</i>) of the child's IFSP must be updated when reviews are completed and/or modification to the outcome is made (with agreement by the family and documented with a <i>Review/Change Form</i>).</p> <p>Review the suggestions on 8.7c <i>Periodic Review Checklist</i> with the</p>	<p>Completion and active participation as directed for all activities in this section.</p>

Assignments/Activity	Measure of Achievement
<p>trainer, noting adaptations for your district/agency as needed. Keep the checklist available as a quick reference as needed in your daily work routine.</p> <p>Return to PowerPoint, and view slides 13-22 <i>Revisiting the Plan</i>, engaging in discussion as appropriate. Topics covered include annual review of the IFSP and the interim IFSP.</p> <p>Review the information in 8.7d <i>Interim IFSP Procedures</i> and 8.7e <i>Interim IFSP</i> with the trainer, making notes to assist you as needed. View a sample interim IFSP from your district/agency, if available.</p>	
<p>8.8 Dr. Seuss on IFSPs Read or listen to this poem.</p>	<p>Completion</p>